



Supreme Court Gender and Justice Commission

REQUEST FOR PROPOSAL

RFP 2011-2012

Office on Violence Against Women (OVW)

STOP Grant For Court-Related Projects

February 8, 2011

(Applications Due by 5:00 p.m. on March 1, 2011)

OVERVIEW

The Gender and Justice Commission (Commission), under the auspices of the Board for Judicial Administration (BJA), is requesting proposals for programs/projects that courts can implement to provide increased safety and justice for adult or teen victims of sexual assault, domestic violence, dating violence, and stalking in 2011-2012.

The programs/projects may be funded for up to twelve (12) months with funds from the Federal STOP (Services-Training-Officers-Prosecutors) Formula Grant, funded by the Office on Violence Against Women (OVW).

The STOP Grant is awarded to support comprehensive and coordinated responses to sexual assault, domestic violence, dating violence, and stalking crimes. The STOP Grant recognizes that victims are best served when all systems are working together toward the common goals of supporting victims and holding offenders accountable.

AMOUNT OF THE GRANT AWARD

Grant funding in the amount of approximately \$71,171 is available for programs/projects that courts can implement to provide increased safety and justice for adult or teen victims of sexual assault, domestic violence, dating violence, and stalking in 2011-2012. A minimum of two (2) and a maximum of eight (8) projects/programs may be funded.

GRANT FUNDING PERIOD

Contracts will be awarded for a twelve-month period, no sooner than April 1, 2011 – and expiring no later than April 30, 2012.

LOCAL MATCH

Project sites are required to provide a 33 percent local match for each dollar of project funds requested. Administrative overhead may not be included as part of the local match. One hundred (100) percent of the local match may be in-kind (judicial and staff time, materials, supplies, etc.).

WHO CAN APPLY

Washington State judges, county clerks, and court administrators can apply.

The BJA, Commission, or Administrative Office of the Courts (AOC) are not responsible for any costs incurred for preparation of a proposal.

HOW AND WHEN TO APPLY

To apply for a STOP Grant to the Courts, please submit the following:

1. Proposal Concept: Four-page maximum. (See Attachment A: Project Purpose Areas and Attachment B: Outline for the Proposal Description.)
2. Budget Worksheet: (See Attachment C.)
3. Supporting Documents:
 - a. Letters of Support: Proposals must indicate support from departments, agencies, organizations, and/or individuals that would participate in or be directly affected by project/program activities. Signed letters of support are required.
 - b. Required Certifications: Three Federal Forms are required. (See Attachment D.)
 - (1) Assurances
 - (2) Consultation with Victim Services: Courts are now required to show they have consulted with local sexual assault and domestic violence service programs in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.
 - (3) Non-Supplantation Certification
 - (4) Equal Employment Opportunity Plan (EEOP) Certification
 - c. Signed copy of: Special Condition Regarding Copyright Provisions (See Attachment E.)

Your proposal must be received at the Administrative Office of the Courts no later than 5:00 p.m. Pacific Time on Tuesday, March 1, 2011. Late proposals will not be accepted.

Proposals may be sent via e-mail, U.S. mail, courier, or FAX. Original signed letters and the required forms must be sent via U.S. Mail.

E-mail: Myra.Downing@courts.wa.gov

Fax: (360) 956-5700

Mail: Myra Downing
Administrative Office of the Courts
1206 Quince Street SE
PO Box 41170
Olympia, WA 98504-1170

Phone: (360) 705-5290

HOW PROPOSALS ARE SELECTED

Proposals will be rated by the Gender and Justice Commission Grant Steering Committee. Evaluation of project proposals will be based on the following criteria:

- Clarity of project statement
- Consistency of project with goals of improving the court's response to domestic violence, sexual assault, dating violence, or stalking
- Achievability of objectives
- Clarity of work breakdown
- Clarity of resource requirements
- Clarity and realism of budget request
- Innovation of project and potential for replication
- Clarity of evaluation plan and ability to document results
- Support from other departments, agencies, organizations, and/or individuals involved in the project

Proposals receiving high scores on rating criteria are not guaranteed selection. Initial ratings are used as a basis for further discussion and evaluation.

PROPOSALS WILL BE REJECTED FOR THE FOLLOWING REASONS

- Failure to meet the proposal four-page limitation. (See Attachment B.)
- Failure to describe the 33 percent local match.
- Failure to meet the deadline for submission.

TIMELINE

<u>Date</u>	<u>Task</u>
02/08/11	Request for Proposal e-mailed to Presiding Judges, Court Administrators and County Clerks and posted on the Washington Courts' Website
03/01/11	Proposals due at AOC by 5:00 p.m.
03/09/11	Grant Awards announced
03/14/11	Contracts sent out
04/15/11	Project contracts begin
06/30/11	Progress status report due at AOC
09/30/11	Progress status report due at AOC
12/30/11	Federal Grant Report form due at AOC
03/30/12	Federal Grant Report forms due at AOC
04/14/12	Contract end date and final report due

REPORTING REQUIREMENTS

Status reports will be submitted to the Gender and Justice Commission during the first six months of the project. A completed Federal STOP Grant report form (to be provided) is due at the end of the 2011 calendar year and at the end of the project. All courts who receive grants must certify that their protection order forms include the firearms restrictions notification.

ATTACHMENT A

PROJECT PURPOSE AREAS

(Activities funded must meet one or more of the following purpose areas.)

1. Training judicial officers and other court personnel to more effectively identify and respond to violent crimes against adult women (18 years and older), including the crimes of sexual assault, domestic violence, stalking, and dating violence.
2. Training judicial officers and other court personnel to more effectively identify and respond to violence against women in underserved populations, including immigrants and older/disabled women who are victims of sexual assault and domestic violence.
3. Developing, training, or expanding units of judges and court personnel systems, including specialized court interpreter programs specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.
4. Developing and implementing more effective court policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. This might include production and dissemination of educational/training materials, checklists, or benchguides.
5. Developing, installing, or expanding data collection and communication systems linking courts, police, and prosecutors, or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders for violent crimes against women (including the crimes of sexual assault, domestic violence, stalking, and dating violence).
6. Developing educational materials to assist victims in navigating the court process, increasing their awareness about legal options available to them, or providing information about supportive services and resources available in their communities.
7. Providing court-based adult victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted.
8. Creating 24-hour access to emergency protection/restraining orders for battered women or improvement of existing on-call systems to reduce time and strain on victims during crisis situations.
9. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, the courts, victim services agencies, and other state agencies and departments, to violent crimes against women including the crimes of sexual assault, domestic violence, stalking, and dating violence.

IMPORTANT REMINDERS

- Recipients are required to take reasonable steps that would allow Limited-English-Proficient (LEP) persons meaningful access to services.
- Grant funded court-based advocate positions must be located independently of the community-based victim services agency.
- Funds cannot be used to supplant existing state, local, or other non-federal funding already in place to support current services.
- Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the OVW.

PLEASE NOTE: Please contact us if you would like a WORD version of the forms that need to be completed. Thank you.

ATTACHMENT B

OUTLINE FOR PROPOSAL CONCEPT AND PROPOSAL DESCRIPTION

The proposal concept and proposal description must adhere to the following outline.

PROPOSAL DESCRIPTION

The proposal description must be limited to four pages (excluding the budget form and required certification documents). The proposal description must include all outline items listed below.

I. Project Statement

- A. Provide a concise statement of the project's purpose.
- B. Provide an estimate of the total project cost.
- C. Describe potential future funding sources for the project if on-going funds are required.

II. Project Objectives *

- A. Describe the results expected at the end of the project.
- B. Describe the measurements that will be used to evaluate the results.
- C. Describe the project constraints/limits.

III. Work Breakdown

- A. Identify the major work items/tasks.
- B. Identify the resource requirements for the major work items/tasks.
- C. Identify the staffing requirements for the major work items/tasks.

IV. Organizations

List the organizations participating in the project (e.g. judicial officers, court administration, county clerk's office, domestic violence agency, sexual assault agency, law enforcement, prosecutor's office, etc.).

V. Budget

- A. Complete the Budget Detail Worksheet. (See Attachment C.)
- B. List and explain the local court match.

*Technical assistance for the project evaluation may be available through the Washington State Center for Court Research. Applicants interested in receiving assistance should describe how these services would be utilized.

ATTACHMENT C

BUDGET DETAIL WORKSHEET

BUDGET SUMMARY: When you complete the budget detail worksheets, transfer the totals for each category to the spaces below.

Budget Category	Grant Funding Requested	Local Match Amount*
Salary(ies)	\$	\$
Benefits	\$	\$
Consultants/Contracts	\$	\$
Goods and Services	\$	\$
TOTALS	\$	\$

We certify that we will provide a 33 percent nonfederal match of the grant funds requested. Match cannot include administrative overhead expenses, but may be 100 percent in-kind.

Signature of Presiding Judge, County Clerk, or Court Administrator **Date**

Please print Name and Title

Please complete the following with the name and contact information of the court person who will be managing this grant.

Contact Name:	Phone:
Title:	Fax:
Address:	
	E-mail:
City/Zip:	

BUDGET DETAIL WORKSHEET: GRANT FUNDED

Please complete the proposed budget worksheets. Round all costs to the nearest dollar. Not all categories may be applicable to your program.

SALARIES: List each position to be paid by STOP Grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with the STOP Grant contract.

Name/Position	Computation (annual salary rate and FTE of staff)	Cost
(Sample) Jane Doe, Court-Based Domestic Violence Advocate	(Sample) \$30,000 x .5 FTE	(Sample) \$15,000
TOTAL SALARIES GRANT FUNDED		

List activities associated with all positions above:

BENEFITS

Benefits should be based on actual known costs or an established formula. Benefits are for the personnel listed above for the percentage of time devoted to the project.

Benefit Description for Name/Position	Computation (salary charged to grant and established benefit rate or actual cost)	Cost
(Sample) Medical for Jane Doe	(Sample) \$15,000 x 25%	(Sample) \$3,750
TOTAL BENEFITS		

CONTRACTED SERVICES AND CONSULTANT FEES:

List subcontracts needed to provide services under this project. A copy of all subcontracts entered into must be provided to AOC within ten (10) business days of execution. Consultants/Trainers compensation cannot exceed \$450 per day (excluding travel and subsistence costs) for an eight-hour day, or may not exceed \$56.25 per hour for less than an eight-hour day. Travel and per diem expenses are subject to state of Washington limitations.

Contracted Services/Consultant	Computation	Cost
(Sample) John Smith, Trainer	(Sample) 8 hrs DVSA training @ \$35/hr	(Sample) \$280
TOTAL CONTRACTED SERVICES		

Provide a description of the paid services that will be performed, such as trainers and speakers.

GOODS AND SERVICES: Goods and services must be related to the provision of STOP Grant activities and may include, but are not limited to, space costs, project supplies, postage, mileage, trainings, etc.

ITEM DESCRIPTION	COMPUTATION	COST
(Sample) Facility rental for training	(Sample) 1 day/\$350	(Sample) \$350
TOTAL GOODS AND SERVICES		

List activities associated with items above:

BUDGET DETAIL WORKSHEET **MATCH**

Local match of 33 percent or more of the grant requested amount must be provided.

MATCH DESCRIPTION	COMPUTATION	COST
SALARIES		
	TOTAL SALARIES	
BENEFITS		
	TOTAL BENEFITS	
CONTRACTED SERVICES/CONSULTANT	COMPUTATION	COST
	TOTAL CONTRACTED SERVICES	
GOODS AND SERVICES	COMPUTATION	COST
	TOTAL GOODS AND SERVICES	
TOTAL MATCH TO BE PROVIDED		

ATTACHMENT D
REQUIRED CERTIFICATION DOCUMENTS

1. ASSURANCES

- a. This Assurances Certification is a new requirement of all federal STOP Grant recipients.

2. CONSULTATION WITH VICTIM SERVICES

- a. Consultation with Victim Services is a new requirement of all federal STOP Grant recipients.

3. NON-SUPPLANTATION CERTIFICATION

**4. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)
CERTIFICATION**

ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature of Presiding Judge, Court Administrator, or County Clerk

Date

CONSULTATION WITH VICTIM SERVICES

To ensure the proposed activities in this proposal promote the safety, confidentiality, and economic independence of adult victims of domestic violence, sexual assault, stalking, and dating violence, I/we, the undersigned, certify that we have reviewed, are in agreement with, and support this proposal, including the budget.

Sexual Assault Program:

Agency Name

Signature

Please Print Name and Title

Date

Domestic Violence Program:

Agency Name

Signature

Please Print Name and Title

Date

NON-SUPPLANTATION CERTIFICATION

NON-SUPPLANTATION CERTIFICATION

I/We certify that no STOP Grant funds will be used to supplant existing state, local, or other non-federal funding already in place to support current services.

I/We hereby certify that STOP Grant funds will be used to increase the total amount of funds used to combat violence against women.

I/We understand that violation of the non-supplantation requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

This certificate must be signed by **all agencies receiving STOP Formula funds.**

Signature of Presiding Judge, Court Administrator, or County Clerk **Date**

Please print Name

Equal Employment Opportunity Plan (EEOP) Certification

Recipient Name and Address:

Grant Title: **2010 STOP Grant Recovery Act Program**

Grant Number:

Grant Award Amount

\$

Contact Person Name/Title:

Phone Number:

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Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR Sections 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant.

Please send the completed form to:

Myra Downing, Program Coordinator
Administrative Office of the Courts
PO Box 41170, Olympia, WA 98504-1170

Section A – Declaration of Claiming Complete Exemption from the EEOP Requirement. Please check all boxes that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Recipient has less than 50 employees | <input type="checkbox"/> Recipient is an Indian Tribe | <input type="checkbox"/> Recipient is a non-profit organization |
| <input type="checkbox"/> Recipient is an educational institution | <input type="checkbox"/> Recipient is a medical institution | <input type="checkbox"/> Recipient's award is less than \$25,000 |

I, _____ [responsible official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 CFR Sections 42.302. I further certify

that _____ [recipient] will comply with the applicable Federal civil rights laws

that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date

Section B – Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP for review as long as it certifies the following (42 CFR Section 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR Section 42.301, et. seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of _____ [organization], at _____ [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

Print or type Name and Title	Signature	Date

ATTACHMENT E

SPECIAL CONDITION REGARDING COPYRIGHT PROVISIONS

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

- (a) any work that is subject to copyright and was developed under this award, sub-award, contract or subcontract pursuant to this award; and
- (b) any work that is subject to copyright for which ownership was purchased by a recipient, sub-recipient or a contractor with support under this award.

In addition, the recipient (or sub-recipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each sub-recipient, contractor or subcontractor as applicable) to ensure that this condition is included in any sub-award, contract or subcontract under this award.

I have read and understand this document:

Signature of Presiding Judge, Court Administrator, or County Clerk

Date

Please print Name